

NC Department of Transportation Career Development Sheet Instructions

Purpose of form: The Career Development Sheet is to be used in conjunction with Career banding, Skill Base Pay, and/or Competency Base Pay. According to the procedure manual, each employee participating in one of these programs must have a Career Development Sheet in their personnel file, to be updated and reviewed with the employee at least once a year. The purpose of this form is to (1) help employees identify their specific career path and enhance their development, (2) foster open communication between the supervisor and the employee, and (3) track the denial of training request.

How to complete form: Complete the employee's name and personnel identification number. Development time period is to be determined by the Supervisor. It is recommended that Supervisor/Managers use this form as a tool during the Performance Management Cycle. (Ex. April 1 to March 31) Next, identify the skill or competency for employee to develop. (Ex. ADM 660 Dealing with Conflict) Finally, review with employee and sign in appropriate areas.

Questions on form: Contact Angela Crawford, SBP/CBP Training Administrator, (919) 662-3582, or acrawford@dot.state.nc.us